



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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## General Position Information

**Job Title:** 16106 – Deputy National Intelligence Officer - GS-15

**Salary Range:** \$102,663 - \$170,800 (not applicable for detailees)

**Vacancy Open Period:** 07/22/2020 – 08/20/2020

**Position Type:** Internal and Detailee

**Who May Apply:** Internal ODNI Candidates and Detailees

**Division:** MI/NIC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information:

This is an opportunity for:

- An Internal candidate or Detailee to fill a GS-15 cadre position. Open also to GS-14 and GS-13
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree

## Who May Apply:

Current GS employees at the same grade or two grades lower than the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a Detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply).

## Salary Determination:

The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

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A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission:**

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

## **Major Duties and Responsibilities (MDRs):**

- Partner with leadership to lead the IC's production of strategic analysis of issues of importance to U.S. interests in Russian and Eurasian regional issues and advise the DNI on key developments and issues.
- Prepare, produce, and coordinate NIEs and other Community papers (IC Assessments, NIC Assessments, NIC Memoranda, and Sense of the Community Memoranda).
- Provide subject matter expertise based on customer needs and analytic requirements – for both national intelligence collection and analysis matters.
- Participate in the development of assessments to the DNI on collection and analysis regarding Russian and Eurasian issues supporting the DNI's role of principal intelligence adviser to the President. Help prepare and coordinate background papers and briefing books for the DNI's and Principal Deputy DNI's participation in National Security Council Principals Committee, Deputies Committee, Cabinet meetings, and Congressional testimony.
- Brief senior IC members, policymakers, military decision-makers, members of Congress, and other major stakeholders as necessary on Russian and Eurasian issues.
- Develop and sustain a professional network with IC analysts, analytic managers, and collection managers on Russian and Eurasian issues.
- Review and analyze research and production plans on Russian and Eurasian issues of the IC's analytic components; identify redundancies and gaps; develop strategies to address gaps; and advise the DNI on gaps and shortfalls in analytic capabilities across the IC.
- Establish and sustain professional networks with academia, the business community, and other non-government subject matter experts to ensure the IC has a comprehensive understanding of Russian and Eurasian issues.
- Develop and continually expand personal knowledge in area of expertise\* and achieve a government-wide reputation as a subject matter expert in this area.

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## **Mandatory and Educational Requirements:**

- Expert knowledge of Russian and Eurasian issues and knowledge of the IC's economic analytic community, and collection issues sufficient to lead the IC's analytic production and identify collection requirements and gaps.
- Excellent interpersonal, organizational, and management skills to conceptualize and effectively lead complex analytic projects with minimal supervision.
- Demonstrated ability to work with and represent the Community when analytic views differ among agencies.
- Excellent communication skills, including ability to communicate effectively with people at all levels of leadership and all levels of knowledge of Russian and Eurasian issues, to give oral presentations and to otherwise represent the NIC in interagency meetings.
- Proven critical thinking and reasoning skills and the ability to prepare finished intelligence assessments and other written products with emphasis on clear organization, and concise, logical presentation.
- Extensive knowledge of and ability to apply analytic, diagnostic, and qualitative techniques sufficient to produce authoritative finished intelligence products and the ability to employ innovative approaches to analyze information.
- Creative problem-solving skills and superior ability to provide leadership in carrying out mission responsibilities.

## **Desired Requirements:**

- Working knowledge and skills to use collaborative tools such as Intellipedia, SharePoint, A Space, or on-line Communities of Interest.
- Working knowledge of Russian or another major Eurasian language such as Ukrainian.

## **Key Requirements and How to Apply**

### **Internal ODNI Cadre Candidates:**

A complete application package must include:

**RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

**PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

**WHERE TO SUBMIT:** Internal ODNI Cadre Candidates must submit an application through the **classified JobsDNI website**. For current employees who do not currently have access to internal systems, applications should be sent to either [DNI\\_COO\\_TM\\_HR\\_OPS\\_TEAM\\_D\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_HR_OPS_TEAM_D_WMA@cia.ic.gov) (classified email

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system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (Jen K.) and aclaalb@dni.ic.gov (Alex A.) in lieu of the group address above.

## **Current Federal Employees within the Intelligence Community (IC) Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable Detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for Detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.

## **Applicants from federal agencies outside the IC Applying for a Detail Assignment:**

### **A complete application package must include:**

- a. RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. SF-50 (if applicable):** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_D\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamD@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both kurtjen@dni.ic.gov (Jen K.) and aclaalb@dni.ic.gov (Alex A.) in lieu of the group address above

### **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package ONLY, you may call 703-275-3663.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3663; Email: [Recruitment\\_TeamD@dni.gov](mailto:Recruitment_TeamD@dni.gov)

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities.

IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis.

**PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

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